



MALVERN ST JAMES

Girls' School

Teacher of Psychology **Part Time (0.3 of a timetable)**

Required from 1 September 2019
Malvern St James Teachers' Pay Scale





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in School until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the

girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the School:

- the opportunity to teach highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Offer of appointment is subject to satisfactory references and DBS checks.



Psychology

The Psychology department consists of one part-time member of staff. It is a popular choice for girls and is currently being offered at A' Level following the new AQA specification. From September 2018 the subject moved to the linear course and is no longer offered at AS.

Psychology is a relatively new subject at MSJ and is very much in demand by the girls. There are currently three Psychology groups, with two Psychology groups at AS and one A' Level group.

The department is well resourced; a range of course specific textbooks are available as well as numerous electronic teaching resources. The library has many up-to-date textbooks and general Psychological reading books that the pupils can access. We also subscribe to the Psychology Review Magazine

Psychology is taught mainly in the Sixth Form Centre, where desktop computers, interactive whiteboards, and speakers are in use and the department uses this space to create Psychology displays of student's work, activities, and guidance on how to structure their written work.

ICT is seen as an essential and exciting tool in the delivery of the subject and is used frequently within lessons. Bookable IT Suites nearby are also used.

Year 13 Psychology students run a Psychology Society, where students run study sessions for the Year 12's, they also host film nights and send out regular updates or links to Psychology in the news.

Students are also encouraged to go on Psychology trips, including revision sessions with tutor2u and other conferences relevant to the course.

Job Title: Teacher of Psychology

Accountability

The teacher is accountable to the Head of Psychology, the Director of Teaching and Learning on matters relating to curriculum, teaching and learning, and the Director of Pastoral Care on matters relating to pupil wellbeing and pastoral care.

Purpose of the Job

The role of the teacher is to teach pupils within the School and to carry out such other associated duties as are reasonably assigned by the Head of Psychology and Director of Teaching and Learning. This requires them to:

- promote outstanding teaching and inspire a love of learning within the department
- lead and manage their classes purposefully and efficiently
- adhere to whole-School policies within the department
- support the visions, aims and objectives of the School
- be committed to the values and culture of the School, centred around its Boarding ethos

Particular Responsibilities

The post holder interacts on a professional level with colleagues; the post holder seeks to establish and maintain productive relationships with them and to promote mutual understanding of the School curriculum, with the aim of continuously improving the quality of teaching and learning in the School. The teacher is responsible for:

- the well-being and progress of all pupils in their care
- being fully versed in and compliant with all the School's Child Protection (Safeguarding) policies and procedures
- implementing the departmental Schemes of Work with their classes
- the consistent use of departmental marking, recording and assessment policies
- liaising with Learning Support to maximise pupil attainment
- playing a proactive role in their own professional development
- keeping abreast of current academic developments within the subject area
- implementing the formal requirements of the School's Health and Safety Policy within their classes

Key Tasks

The teacher is required to:

- Deliver engaging, challenging and effective lessons to their classes
- Teach Psychology across Key Stages 5
- Set and mark preparation/homework; set, mark and moderate internal examinations and controlled assessments/coursework, under the direction of the Head of Psychology

- Set high standards and expectations to maintain a positive and purposeful atmosphere among the pupils and safeguard their health and safety when they are under the care of the department
- Where arranged, to undertake duties as an Assistant Form Tutor, as outlined in the Staff Handbook
- Prepare reports for all students taught
- Oversee provision of resources and textbooks for the classes taught
- Contribute to the Subject Development Plan and the Subject Self-Evaluation, alongside other members of the department
- Assist with the planning, review and evaluation of Schemes of Work, as directed by the Head of Psychology
- Promote the subject at Open Days and other such events
- Undertake some delegated responsibilities within the department
- Attend all full Staff Meetings, major School functions (such as Carol Service and Commemoration) and Parents' Consultations for the year groups they teach
- Contribute to organised activities to enrich the subject curriculum, contributing to the extra-curricular activities programme
- Undertake evening, weekend and other duties as required
- Perform duties specific to each department as agreed with the Headmistress from time to time.

All School staff are expected to:

- a. Support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata basis
- b. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- c. Contribute to the School's programme of extra-curricular activities
- d. Support and contribute to the School's responsibility for safeguarding students
- e. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- f. Work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- g. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- h. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- i. Engage actively in the performance review process.
- j. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- k. Undertake other reasonable duties related to the job purpose required from time to time
- l. Adhere to School Safeguarding and Child Protection Policies

PERSON SPECIFICATION

Essential:

- Degree in Psychology or a related subject
- Teaching qualification
- Use of IT in the classroom
- Have organised trips and extra-curricular activities
- Experience of teaching at Secondary level
- Experience of effective marking, recording and assessment
- Evidence of a range of teaching and learning strategies
- Ability to inspire, empower and motivate
- Excellent communication skills
- Good organisational and planning skills
- Ability to prioritise and to work flexibly to tight deadlines
- Pastoral skills
- Team player and adaptable
- Commitment to safeguarding of children
- A positive attitude to self-development and own learning

Desirable:

- Experience of teaching with our examination boards A Level AQA.
- An understanding of independent education and the boarding ethos.
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This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.

Benefits of working at Malvern St James Girls' School

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Other benefits include:

- **Fee remission**
- **Lunch provided**
- **Onsite Pavilion Café**
- **Massage**
- **Reflexology**
- **Access to Malvern Theatre Stand-by Club - Discounted tickets**

Location

Malvern St James Girls' School is set in an area of Outstanding Natural Beauty at the foot of the Malvern Hills. We are based in a convenient location in Malvern, with excellent transport links and direct trains running to Birmingham, Hereford, Worcester and Cheltenham. Parking is free in and around the School area.

